

Diploma of Community Services (Financial Counselling)

There are two methods for attaining the Diploma of Community Services (Financial Counselling)

1. **Mixed Mode** - demonstration of competence through **online** facilitated learning and assessment, including a **5 day face to face training intensive** *. Learning is facilitated throughout the program by experienced Financial Counsellors and Trainers and Assessors. Mixed Mode Training can be completed in 23 weeks.
2. **Recognition** - demonstration of current competence without additional training. Assessed by experienced Financial Counsellors and assessors. Recognition must be completed within 3 months of enrolment. For further information in regard to recognition please read the Recognition Information sheet.

Entry into this program is by completion of an application form.

Your completed application form must be returned to the RTO for processing and approval. Once your application has been approved you will be provided with all details to enrol in this program.

***Attending the face to face training is a compulsory component of this course and students must be prepared to cover their own travel and accommodation costs to Adelaide South Australia.**

2012 Course Application Form

****Please ensure you return pages 2-5 of this Application Form. Thank you****

Personal details

Surname: Given Name(s).....

Postal Address: Postcode:.....

Home Phone:..... Work Phone:.....

Date of Birth:/...../..... Email Address:

Application details

Do you have the capacity to meet the time commitment required to participate in the course (approx. 10 – 15 hours per week)? Yes No

Please list any current qualifications:

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.....
.....

Please list any relevant experience, paid or unpaid; please indicate when and over what time frame:

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.....
.....

Current work and/or study:

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.....

Do you have any specific learning needs that would require additional support by the Course Facilitator? If so, please detail:

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.....

Have you accessed, read and understood the Australian Institute of Social Relations Student Handbook? Yes No
Please attach evidence of qualifications listed above (photocopies of certificates or qualifications).

2012 Course Application Form (continued)

Course Options - Please tick your choice:

Mixed Mode Training

- | | |
|---|----------|
| <input type="checkbox"/> Topic 1 - Financial Counselling Skills and Knowledge | - \$1320 |
| <input type="checkbox"/> Topic 2 – Counselling Frameworks | - \$1100 |
| <input type="checkbox"/> Topic 3 - Responding to Client and Community Need | -\$1320 |

Full Qualification cost **-\$3740**

Recognition (Assessment only)

If you have prior qualifications or current experience;

- | | |
|---|---------|
| <input type="checkbox"/> Topic 1 - Financial Counselling Skills & Knowledge | - \$450 |
| <input type="checkbox"/> Topic 2 – Counselling Frameworks | - \$375 |
| <input type="checkbox"/> Topic 3 - Responding to Client & Community Need | -\$450 |

Full Qualification cost **-\$1275**

Total due: \$.....

Acceptance of application

When your application form has been assessed you will receive an e-mail notifying you of your acceptance or whether we require further information.

Payment of Fees

Upon acceptance into the course, a payment of \$500 is required to secure and complete your enrolment. The balance of your course is payable within one month of commencing your study. Please note these courses are exempt from GST. Payment options are available and are detailed in student handbook available at <http://socialrelations.edu.au/MenuBar/Students/StudentHandbook.aspx>

Further Information

Applications and Closing Dates

The next MIXED MODE TRAINING course begins Monday 27 February, 2012.

Applications close Friday 17 February, 2012

Recognition is available throughout the year and applications can be submitted at any time.

Contact details

Please complete this form including additional paperwork as requested and post, fax or email to-

Iain Henderson
Australian Institute of Social Relations
Relationships Australia (SA)
49a Orsmond Street
Hindmarsh SA 5000

Phone: (08) 8245 8100
Fax: (08) 8346 7333
Email: RTO@rasa.org.au

Applicants Signature:..... **Date:**.....